



## **Volunteer Job Description: Client Advocate**

### **Position Summary:**

Client Advocates are responsible for the education, emotional support, and assistance of clients on our mobile. This position is under the supervision of the Executive Director and Nurse Manager. Training is provided. Alpha Women's Center is a Christian ministry and applicants should be prolife Christians willing to attest to the AWC Statement of Faith and submit to a background check.

Alpha Women's Center is a Christ-centered ministry committed to upholding the sanctity of life by demonstrating the love of Christ to individuals with pregnancy-related needs through provision of spiritual, physical, and emotional support and by proclaiming the gospel of Jesus Christ.

### **Job Specific Qualifications:**

1. Exhibits strong commitment and dedication to the pro-life position and sexual purity.
2. Agrees with and is willing to uphold the Statement of Principle, Mission Statement, Articles of Incorporation, Bylaws and policies of Alpha Women's Center.
3. Is a team player who creates an environment of mutual respect and fosters cooperation.
4. Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
5. Effective interpersonal communication skills, especially in oral communication.
6. Effective listening skills.
7. Completion of training in client support, which includes reading the volunteer handbook, instructional time with the Executive Director or Nurse Manager, and shadowing time with trained volunteers.

### **General Duties:**

1. Greet clients and complete intake forms relevant to client needs. Provide emotional support in a pleasant and non-judgmental tone. Maintain a pleasant and courteous voice with clients, offering assistance, especially to abortion-vulnerable clients.
2. Familiarize yourself with referral files and be able to efficiently give information to clients. Provide education and referrals related to adoption, post-abortion healing, social services, and other areas of need. Training provided.
3. Provide education and guidance in the areas of abstinence, secondary virginity, contraception, STDs, fetal development and abortion. Training provided.
4. As the Lord leads, pray with clients and discuss their spiritual relationships, encouraging them to seek an active relationship with Jesus Christ.
5. Assist nurse manager with daily tasks on the mobile unit.
6. Attend volunteer training meetings annually, increasing knowledge of client support and services offered.
7. Complete other relevant duties as assigned by staff.



# Volunteer Application

## Contact Information

Name			
Street Address			
City ST ZIP Code			
Home Phone		Cell Phone	
E-Mail Address		Do you use Facebook?	
Are you over 18?			

## Religious Affiliation

Are you a Christian?	_____ Yes _____ No		
Church Name		Denomination	
City		Clergy's Name	
Positions served/other involvement			
Please write a few sentences describing your relationship with God.			

## Willingness to Serve

Why do you want to volunteer?	
Do you have any experiences that relate to the services offered by our Center?	
What special skills, talents, gifts or personality traits would you bring to this ministry?	

## Abortion Beliefs

Please write a few sentences describing your beliefs about abortion.

## Availability

During which hours are you available for volunteer assignments? Please list all available time frames for each day (i.e. Monday: 9am-12pm, 3pm-5:30pm; Tuesday: not available, etc.) to help with coordinating schedules.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

How many times per month can you commit to volunteering? \_\_\_\_\_

\_\_\_\_\_ Special Projects only (i.e. Mother/Daughter Tea, Walk for Life)

## Interests

Tell us in which areas you are interested in volunteering

Client Advocate (peer-counselor on the mobile)

Board member

Fundraiser helper

Fundraiser coordinator

Event planning

Graphic design (brochures, flyers)

Special projects

Ultrasonographer

Driver for ICU Mobile

Pit Crew Member

Prayer Team

Church liaison

Other: \_\_\_\_\_

### Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

### Previous Volunteer Experience

Summarize your previous volunteer experience.

### References: please include two references (at least one work reference)

Name	Relationship	Phone Number

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. If completing this application on the computer, I agree that my typed signature acts in place of my written signature.

Signature		Date	
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### Our Volunteer Policy

Our Volunteers are committed Christians who have a personal relationship with Jesus Christ as Savior and Lord. They also exhibit strong commitment and dedication to the pro-life position and practice, as well as to sexual purity.

***Thank you for completing this application form and for your interest in volunteering with us.***



## BACKGROUND CHECK CONSENT FORM

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name \_\_\_\_\_

Other name(s) that may have been used in the past \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of birth \_\_\_\_\_

State / province \_\_\_\_\_ Country \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have any criminal convictions? \_\_\_\_\_

If YES, briefly explain the nature \_\_\_\_\_

\_\_\_\_\_

Country, State and County that the conviction occurred \_\_\_\_\_

Date of conviction(s) \_\_\_\_\_

I hereby give permission to Alpha Women's Center to run a background check on the information provided in this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **ALPHA WOMEN'S CENTER MOBILE MEDICAL CLINIC**

### **Statement of Principle**

This Mobile ministry is an outreach ministry of Jesus Christ through His church. Therefore, Alpha Women's Center (AWC), embodied in its staff and volunteers, is committed to presenting the Gospel of our Lord to women and men with crisis pregnancies, both in word and in deed. In accordance with this purpose, those who labor as board members, directors, and volunteers are expected to know Christ as their Savior and Lord.

Alpha Women's Center is committed to providing clients with accurate and complete information about pregnancy options and prenatal development as well as education and support after pregnancy, through referrals, resources, and follow-up.

Alpha Women's Center is committed to integrity in dealing with clients, earning their trust and providing promised information and services. AWC denounces any form of deception in its corporate advertising or individual conversations with clients.

Alpha Women's Center is committed to assisting women to carry their pregnancies to term by providing emotional support, pregnancy options education, and practical assistance. Through the provision of God's people and the community at large, birthparents may face the future with hope, and plan constructively for themselves and their babies.

Alpha Women's Center does not discriminate in providing services because of race, creed, national origin, age, disability or marital status of its clients.

Alpha Women's Center does not recommend, provide, or refer for abortion.

Alpha Women's Center offers assistance free of charge, at all times.

Alpha Women's Center is committed to creating awareness within the local community of the needs of pregnant women, and of the fact that abortion only compounds human need rather than resolving it.

Alpha Women's Center does not recommend, provide, or refer single women for contraceptives. (Married women seeking contraceptive information should be urged to seek counsel, along with their husbands, from their clergy and physician.)

Alpha Women's Center recognizes the validity of adoption as one alternative to abortion, but is not biased toward adoption when compared to other life-saving alternatives. We are independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. We receive no payment of any kind from these agencies, do not enter into contractual relationships with them, and do not share combined office space. Alpha Women's Center neither initiates nor facilitates independent adoptions, though we may refer for independent adoptions.



## **ALPHA WOMEN'S CENTER**

### **Assent to Statement of Principle**

Recognizing that Alpha Women's Center is a Christian ministry, I openly acknowledge my personal faith in Jesus Christ as my Lord and Savior.

I believe in the sanctity of human life as taught in the Bible and, therefore, reject abortion as an acceptable option for any woman facing a crisis pregnancy.

I believe in chastity outside of marriage and in the sanctity of marriage as taught in the Bible. Therefore, I commit to a lifestyle of sexual purity.

I accept the responsibility to act as an advocate on behalf of the women under my care, and to give accurate information, emotional support, and spiritual guidance. I will keep all information on clients in the strictest confidence, in accordance with Alpha Women's Center policies. I will consistently uphold policies relating to confidentiality, even after I am no longer an employee or volunteer.

Understanding the vital role volunteers play in the work of this ministry, I commit myself to faithfully serve \_\_\_\_ hours per week, \_\_\_\_ times per month. Additionally, I agree to attend volunteer staff meetings and in-service trainings.

I have read, understand and agree with the Statement of Principle and will at all times uphold it, as well as all policies and procedures established by the board of directors, nurse manager, and executive director.

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Signature

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Date signed